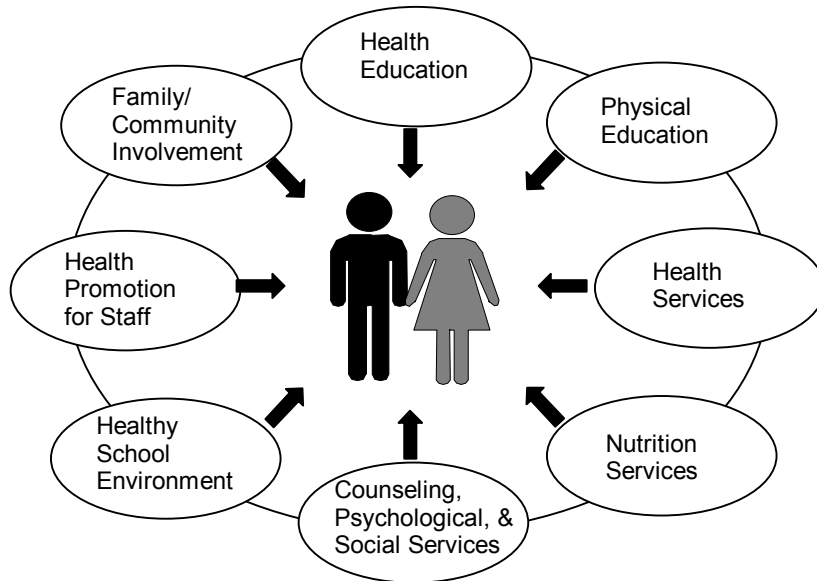# Module 5: School Health Services

Instructions for Module Coordinator

Habits and practices related to physical activity and healthy eating are influenced by the entire school environment. That's why the *School Health Index* has eight different modules, which correspond to the eight components of a coordinated school health program shown below.

Instructions for completing the module

1. Work with the site coordinator to organize a team to complete the module's documents. Below are some suggested members of the Module 5 team.

School nurse	Assistant principal
Parent(s)	Community-based health care provider
Student(s)	Health department representative(s)
	Counselor(s)

2. Make a photocopy of the module Questionnaire (pages 4-6) for each Module 5 team member. Make at least one photocopy of the module Score Card (page 3) and the module Planning Questions (pages 7-8).

3. Give each Module 5 team member a copy of the Module 5 Questionnaire. Use the copies of the module Score Card and the Planning Questions to record the team's work. Put the originals of these documents away in case you need to make more photocopies.

4. At a Module 5 team meeting:
    *   Discuss each question on the Module 5 Questionnaire and its scoring choices.
    *   Decide how to collect any information you need to answer each question accurately.
    *   After you have all the information you need, arrive at a consensus score for each question. Answer each question as accurately as possible. The *School Health Index* is **your** self-assessment tool for identifying strengths and weaknesses and for planning improvements; it should not be used for evaluating staff.
    *   Record the scores (0-3) for each question on the module Score Card and calculate the overall Module Score.
    *   Use the scores written on the module Score Card to complete the Planning Questions at the end of the module.
    *   Use the results from the third question in the Planning Questions to identify the one, two, or three highest priority actions that you will recommend to the *School Health Index* team for implementation this year.
    *   Use the answers to the Planning Questions to decide how you will present your results and recommendations at the follow-up *School Health Index* team meeting.

We wish you success in your efforts to improve the health of young people!

Module 5: School Health Services

Score Card (photocopy before using)

Instructions

1. Carefully read and discuss the Module 5 Questionnaire, which contains questions and scoring descriptions for each item listed on this Score Card.
2. Circle the most appropriate score for each item.
3. After all questions have been scored, calculate the overall Module Score and complete the Module 5 Planning Questions located at the end of this module (pages 7-8).

		Fully in Place	Partially in Place	Under Develop- ment	Not in place
5.1	Promote physical activity	3	2	1	0
5.2	Promote healthy eating	3	2	1	0
5.3	Collaborate with staff	3	2	1	0
5.4	Identify and refer students with disorders or conditions	3	2	1	0
5.5	Student medical information relevant to physical activity	3	2	1	0
5.6	Student medical information relevant to special dietary needs	3	2	1	0

COLUMN TOTALS: For each column, add up the numbers that are circled and enter the sum in this row.

TOTAL POINTS: Add the four sums above and enter the total to the right.

MODULE SCORE = (Total Points / 18) X 100   %

Module 5: School Health Services

Questionnaire

5.1   Promote physical activity

Does the school nurse* or other health services provider** promote physical activity to students and their families through the following methods?
- ✓ distribution of educational materials
- ✓ individual advice
- ✓ small group discussions
- ✓ presentations

School nurse means a licensed nurse employed by the school or district.

**Other health services provider* means a health professional who provides service to the school on either a contracted or a volunteer basis.

3 = Yes, through three or four of the methods listed above.
2 = Through two of the methods.
1 = Through one method.
0 = Physical activity is not promoted through any of these methods, **or** the school does not have a school nurse or other health services provider.

5.2   Promote healthy eating

Does the school nurse or other health services provider promote healthy eating to students and their families through the following methods?
- ✓ distribution of educational materials
- ✓ individual advice
- ✓ small group discussions
- ✓ presentations

3 = Yes, through three or four of the methods listed above.
2 = Through two of the methods.
1 = Through one method.
0 = Healthy eating is not promoted through any of these methods, **or** the school does not have a school nurse or other health services provider.

5.3   Collaborate with staff

Does the school nurse or other health services provider collaborate* with other school staff** to promote physical activity and healthy eating?

*Examples of ways to **collaborate** include:*
- ✓ *policy development*
- ✓ *curriculum development*
- ✓ *unit/lesson planning*
- ✓ *special events and projects*
- ✓ *in-service training on the health and academic benefits of physical activity and healthy eating*

Examples of **other school staff include:*
- ✓ *counselors, psychologists, social workers*
- ✓ *health education teachers*
- ✓ *physical education teachers*
- ✓ *coaches*
- ✓ *classroom teachers*
- ✓ *food service staff*
- ✓ *school administrators*

3 = Yes, collaborates to promote physical activity and healthy eating, in a variety of ways, with a variety of school staff.
2 = Collaborates to promote physical activity and healthy eating but only in one way.
1 = Collaborates to promote physical activity or healthy eating, but not.
0 = No, **or** the school does not have a school nurse or other health services provider.

5.4   Identify and refer students with disorders or conditions

Does the school nurse or other health services provider identify students with disorders or conditions related to physical activity and healthy eating*? Are those students referred to the appropriate school-based or community-based services?

*Examples of **problems related to physical activity and healthy eating** include:*
- ✓ *anemia*
- ✓ *asthma*
- ✓ *diabetes*
- ✓ *eating disorders*
- ✓ *food allergies*
- ✓ *obesity*

3 = Yes.
2 = Identifies students, but refers them only to school-based services.
1 = Identifies students but does not refer them to appropriate services.
0 = No, **or** the school does not have a school nurse or other health services provider.

5.5   Student medical information relevant to physical activity

Is student medical information that is relevant to participation in physical activity (for example, chronic medical conditions such as asthma) collected at least once a year? When necessary and when parents or guardians give permission, is this information given to physical education teachers and other appropriate staff members*?

*Examples of **appropriate staff members** include:*
- ✓ *physical education teachers*
- ✓ *coaches*
- ✓ *classroom teachers*
- ✓ *people conducting school-sponsored before-school and after-school physical activity programs*

3 = Yes.
2 = Someone collects the information, but it is not given to all appropriate staff (for example, physical education teacher receives the information but after school supervisor does not).
1 = Information is collected less than once a year.
0 = No.

5.6   Student medical information relevant to special dietary needs

Is student medical information that is relevant to students' special dietary needs (for example, food allergies, diabetes) collected at least once a year? When necessary and when parents or guardians give permission, is this information given to food service staff and other appropriate staff members?

3 = Yes.
2 = Someone collects the information, but it is not given to all appropriate staff (for example, food service manager receives the information but after school snack supervisor does not).
1 = Information is collected less than once a year.
0 = No.

Module 5: School Health Services

Planning Questions
(photocopy before using)

The Module 5 Planning Questions will help your school use its *School Health Index* results to identify and prioritize changes that will improve policies and programs for promoting physical activity and healthy eating. The answers on this form should guide your module team's presentation to the entire *School Health Index* team.

Planning Question 1

Look back at the scores you assigned to each question. According to these scores, what are the strengths and the weaknesses of your school's health services related to promoting physical activity and healthy eating?

Planning Question 2

For each of the weaknesses identified above, list several recommended actions to improve the school's scores (for example, have school nurse actively promote physical activity to students and their families).

Continued on next page

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Planning Question 3: List each of the actions identified in question 2 above. Use the five-point scales defined below to rank each action on five dimensions (importance, cost, time, commitment, feasibility). Add the ranking points for each action to get total points. Use the total points to help you choose one, two, or three top-priority actions that you will recommend to the *School Health Index* team for implementation this year.

Importance	**How important is the recommendation to my school?**		
	5 = Very important	3 = Moderately important	1 = Not important
Cost	**How expensive would it be to plan and implement the recommendation?**		
	5 = Not expensive	3 = Moderately expensive	1 = Very expensive
Time	**How much time and effort would it take to implement the recommendation?**		
	5 = Little or no time and effort	3 = Moderate time and effort	1 = Very great time and effort
Commitment	**How enthusiastic would the school community be about implementing the recommendation?**		
	5 = Very enthusiastic	3 = Moderately enthusiastic	1 = Not enthusiastic
Feasibility	**How difficult would it be to attain the recommendation?**		
	5 = Not difficult	3 = Moderately difficult	1 = Very difficult

Module 5 Actions	Importance	Cost	Time	Commitment	Feasibility	Total Points	Top-Priority Action?